

# Washington Office of Insurance Commissioner

## Summary of Required Filings

### 2005 Annual Statement and 2006 Quarterly Statements

## Domestic Life and P&C Insurers

## qualifying to file the Health (X) Blank

**Clarified December 16, 2005**

Insurers must file signatures on all statements, supplements and exhibits that require a signature.

**If the PDF file does not contain a legally-binding digital signature(s),  
then the insurer must also file the signature(s) on paper by the due date.**

Due Date	Type	File with	
		OIC	NAIC
<b>February 28, 2006 (March 1 for filing with the NAIC)</b>			
Annual Statement and all March Supplements (including actuarial opinion)	paper	no	Yes
Annual Statement Electronic Filing and March PDF filing (including actuarial opinion)	electronic	Yes	Yes
RCW 48.43.045(2) Report PDF Filing	electronic	Yes	no
Schedule SIS PDF Filing	electronic	Yes	no
Supplemental Compensation Exhibit PDF Filing	electronic	Yes	no
WSHIP Notice of Assessment Report (WSHIP members only)	paper	Yes	no
<b>March 1</b>			
Risk-Based Capital Electronic Filing	electronic	no	Yes
Risk-Based Capital PDF Filing	electronic	Yes	no
Risk-Based Capital Report	paper	no	Yes
<b>April 1</b>			
Supplemental Electronic Filing and PDF filing (including MD&A)	electronic	Yes	Yes
Supplemental Statement (all April supplements)	paper	no	Yes
<b>May 15</b>			
Holding Company Filings (Forms B & C)	paper or email	Yes	no
Quarterly Statement Electronic Filing and PDF filing	electronic	Yes	Yes
Quarterly Statement	paper	no	Yes
<b>June 1</b>			
Accountants Letter of Qualifications PDF filing	electronic	Yes	no
Audited Financial Statements	paper	no	Yes
June PDF Filing (audited financial statements filing)	electronic	Yes	Yes
Report of Significant Deficiencies in Internal Controls PDF filing (if issued)	electronic	Yes	no
<b>August 14</b>			
Quarterly Statement Electronic Filing and PDF filing	electronic	Yes	Yes
Quarterly Statement	paper	no	Yes
<b>November 14</b>			
Quarterly Statement Electronic Filing and PDF filing	electronic	Yes	Yes
Quarterly Statement	paper	no	Yes

Do not file an "Amendment" or "Re-filing" in lieu of an "Original" filing. You may be subject to a fine.  
**"Re-filings" are for NAIC database purposes only and should not affect PDF files at the OIC.**

We remind domestic insurers that OIC approval is required to file an amendment.  
 Requests from the NAIC to amend documents are implicitly approved by the OIC.  
**Unapproved amendments may result in the company reversing the amendment.**

# Domestic Life and P&C Insurers qualifying to file the Health (X) Blank

Notes and Instructions

**Washington**

**2005 Annual Statement and  
2006 Quarterly Statements**

NOTES AND INSTRUCTIONS (APPLY TO ALL FILINGS)			
	A	Questions on filing:	360-725-7200, ASFI@oic.wa.gov
	B	Electronic Filing Address:	<b>ftp ftp.oic.wa.gov</b> Same FTP password as 2005.
		Paper Filing Address: <b>U.S. Mail:</b>	Attention: Company Supervision Division PO Box 40259, Olympia, WA 98504-0259
		<b>Private Third-Party Delivery Service:</b>	Attention: Company Supervision Division 5000 Capitol Boulevard SE, Tumwater, WA 98501
	C	Filing Fees:	Included on the Premium Tax form. <b>Do NOT submit with the Annual Statement documents!</b>
	D	Premium Tax Forms:	Due on or before March 1. E-Tax is at <a href="https://fortress.wa.gov/oic/etax/">https://fortress.wa.gov/oic/etax/</a>
	E	Delivery Instructions:	The cancellation mark or shipping date stamped by the post office or third-party delivery service is considered the date filed. If the due date is a Saturday, Sunday or legal holiday, the due date is the next business day.
	F	Late Filings:	The commissioner shall suspend or revoke the certificate of authority.
	G	Original Signatures:	Original required, except for the CPA-supplied documents.
	H	Signature/Notarization/ Certification:	Jurat: At least two officers must sign.
	I	Amended Filings:	Only file electronically. Follow the NAIC instructions and SSAP No. 3.
	J	Exceptions from normal filings:	Address written requests to Dennis Edward Julnes, Chief Financial Analyst. Email to <a href="mailto:DennisJ@oic.wa.gov">DennisJ@oic.wa.gov</a> or fax to 360-586-2022. For time extensions, state the date the reporting entity will file.
	K	Bar Codes:	We require NAIC bar codes on any paper signature page that has a NAIC document identifier code.
	L	Signed Jurat:	Not applicable to domestic companies.
	M	NONE Filings:	Put consecutive "none" pages on one page.
	N	Filings new, discontinued or modified materially since last year:	<ul style="list-style-type: none"> <li>After reviewing the entire regulation, annual filings of the Designation of Independent CPA and Accountant's Awareness Letter are <b>not</b> required for the same CPA or firm.</li> <li>We will accept holding company filings as PDF files. The signature requirements are the same as those of financial statement filings. Mail to <a href="mailto:HoldCo@oic.wa.gov">HoldCo@oic.wa.gov</a></li> </ul>
	O	WSHIP Notice of Assessment Report	Available on <a href="http://www.insurance.wa.gov">http://www.insurance.wa.gov</a> .

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## General Instructions

### Washington

### 2005 Annual Statement and 2006 Quarterly Statements

Refer to Washington Administrative Code (WAC) 284-07-050(4)(d), WAC 284-07-060(2)(c) and WAC 284-07-100(6) for information regarding the **Signature Pages**.

February 28, 2006

**The filing due date with the NAIC is March 1 (see RCW 48.05.400)**

The **Annual Statement Electronic Filing** includes the annual statement data and all supplements due March 1, according to the NAIC *Quarterly and Annual Statement Instructions* ("ASI"). This includes all detail investment schedules and other supplements for which the ASI exempt printed detail. **It includes the life or P&C supplements.**

The **March PDF Filing** is the .pdf files of the annual statement data, detail for investment schedules, state pages and supplements that the ASI shows as due March 1. **It includes the life or P&C supplements.**

The **RCW 48.43.045(2) Report .PDF Filing** is a .pdf file of this report.

The **Schedule SIS PDF Filing** is a .pdf file of Schedule SIS.

The **Supplemental Compensation Exhibit PDF Filing** is a .pdf file for the Supplemental Compensation Exhibit.

March 1

The **Risk-Based Capital Electronic Filing** includes all risk-based capital data.

The **Risk-Based Capital PDF Filing** is a .pdf file for the RBC report.

April 1

The **Supplemental Electronic Filing** includes all ASI supplements due April 1. **It includes the life or P&C supplements.**

The **Supplemental PDF Filing** is the .pdf files of all ASI supplemental schedules and exhibits due April 1. **It includes the life or P&C supplements.**

May 15, August 14 and November 14

The **Quarterly Electronic Filing** includes the quarterly statement data.

The **Quarterly PDF Filing** is the .pdf for quarterly statement data.

June 1

The **Accountant's Letter of Qualifications PDF filing** is a .pdf file of the accountant's letter of qualifications.

The **June PDF Filing** is the .pdf file of the Audited Financial Statements.

The **Report of Significant Deficiencies in Internal Controls PDF filing** is a .pdf file of the report. You must file this report if the accountant issues it, even if the report says the accountant did not find any deficiencies. The due date is within 60 days after filing the audited financial statements, but shown as June 1 for convenience and consistency with the NAIC checklist template.

**This is a courtesy summary; it does not relieve the insurer  
from complying with all statutes and regulations.**